



USAID | AFGHANISTAN

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Solicitations open to: Afghan Nationals Only
Position Title: Development Program Specialist (Donor Coordination)
Type of vacancy: Multiple
Opening date: December 11, 2017
Closing date: December 26, 2017
Work hours: 40 hours (Full time)
Position Grade: FSN-12
Vacancy announcement #: USAID/306/18/07/OPPD

Female candidates are strongly encouraged to apply

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to perform duties as a **Development Program Specialist (Donor Coordination)** under a personal services contract, as described in this solicitation.

BASIC FUNCTION OF THE POSITION:

The Office of Program and Project Development (OPPD) provides Mission-wide support for strategic planning, strategy development, program and activity design, budgeting, monitoring and coordination of overall implementation of the portfolio of USAID/Afghanistan. Within OPPD's Donor Coordination Unit, the incumbent will help provide leadership and oversight in managing donor coordination, aid effectiveness, and coordination/implementation of the Afghanistan National Development Strategy (ANDS). The incumbent helps ensure USG policies and programs are adequately coordinated with the Government of National Unity National (GNU) Priority Programs (NPPs). Under the direct supervision of the Senior Donor Coordination Team Lead, the incumbent will perform significant cross-cutting tasks relating, but not limited to, aid effectiveness, anti-corruption, public-private sector partnerships, on-budget finance, regional coordination and support, gender, youth, capacity development, monitoring and evaluation and innovation.

MAJOR DUTIES AND RESPONSIBILITIES:

The position serves as the in-house subject matter expert and key advisor regarding international programs and projects and will provide input on policy matters. The incumbent leads policy dialogue on all issues related to established programs and projects instituted by the World Bank to support the development of Afghanistan. The incumbent manages a broad range of key activities including the conduct of in-depth analyses of existing on-budget programs and projects and makes policy recommendations to the Mission and the U.S. Embassy as necessary. The incumbent advises relevant stakeholders on financial incentive program benchmarks aimed at encouraging the GNU to achieve sustainability on programs and projects. The incumbent is also expected to prepare analytical reports including recommendations on courses of action for addressing constraints and exploiting opportunities for consideration by the U.S. Ambassador, USAID/Afghanistan Mission Director, and the World Bank. The incumbent works closely with the World Bank and GNU's Monitoring and Evaluation (M&E) team at the Ministry of Finance (MoF) to ensure the relevant milestones and results being monitored under USAID/World Bank/GNU projects are reported effectively and verified with appropriate evidence.

General Responsibilities:

Incumbent leads strategic development, implementation, and monitoring and evaluation of multiple and major international programs with the Government of Afghanistan. The incumbent liaises with other USAID teams, USG agencies, civil society, technical experts, and relevant stakeholders to ensure maximum effectiveness of USAID/Afghanistan activities. The incumbent maintains extensive contact with senior Afghan and World Bank policy makers in the Ministries and also acts as a key advisor on donor coordination activities. The incumbent provides financial management expertise for various projects and program portfolios estimated to be in excess of US \$2.7 billion. The incumbent prepares all relevant reviews of programs and projects under his/her responsibility, including performance reports, pipeline management reviews, program implementation reviews, and other USAID and USG reporting requirements. Further, the incumbent serves as Agreement Officer's Representative (AOR) for the Afghanistan Reconstruction Trust Fund (ARTF) and exercises broad individual judgement in setting support for ARTF priorities, managing resources, implementing programs, and coordinating relations with high-level representatives inside and outside of the USG. The incumbent serves as the alter ego of the Donor Coordinator. The incumbent also oversees the work of six Activity Managers residing in USAID's technical offices and covering six National Priority Programs funded through the World Bank's ARTF Investment Window.

Donor Coordination activities:

The incumbent provides key leadership in managing donor coordination activities and meetings in the areas of but not limited to hosting monthly stakeholders' meetings, conducting periodic reporting to stakeholder members, Mission senior staff, and the Ambassador when called upon, and keeping stakeholders informed on relevant activities and issues. The incumbent is required to write comprehensive concept papers for influential audiences involving the Ambassador, decision makers in Washington DC, the Mission Director and other U.S. Government Agencies that are a part of the Embassy. The incumbent is required to have the ability to establish and maintain contacts with high-level Government of Afghanistan officials and influential persons, grantees, civil society leaders and actors, and private sector leaders. The incumbent is required to have the ability to communicate effectively, both orally and in writing in English as well as in Pashto, Dari or Persian. The incumbent must have the ability to analyze and prepare technical reports, devise fiscal year budgeting activities. The incumbent is required to develop and maintain program and project budgets in collaboration with the Agreement Officer, the Controller, and the Budgeting Development Program Specialist. Annual program and project budgeting requires extensive coordination with all the technical teams, and must prepare and analyze project pipelines. The incumbent must also be able to analyze and solve complex problems independently while still working as a member of a team. Must possess basic computer skills and be able to manipulate various databases.

Site Visit and Project Development:

The incumbent serves as a monitoring and evaluation advisor and coordinator, working with technical teams to conduct periodic portfolio reviews, and analyzes the effectiveness of development activities. The incumbent also helps develop performance tracking tools and provides guidance on agency results reporting requirements, and ensures data quality meet appropriate standards. The incumbent is responsible for monitoring financial activities and tracking expenditures in coordination with the World Bank, at this level, the incumbent must demonstrate diplomatic skills in consistently dealing with high level government and senior management staff and officials. The incumbent works with other members of OPPD to provide technical assistance to provincial and local governments of Afghanistan. The incumbent synthesizes and reports important developments in the area of donor coordination as well as facilitate coordination and planning meetings with GNU, other international donors, and implementing partners.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: Master's degree in public administration, business administration, economics, finance, political science, sociology. (Education requirement must be met at the time of application for the subject position).

Work Experience: At least five (5) years of relevant experience in the implementation and/or management of development activities/projects. Of the total five years of experience, three (3) years of the experience must be in a demonstrated area of international aid and development assistance work with donor organizations/institutions, government, public and private institutions, the World Bank, or other bilateral/multilateral and/or international agencies engaging similar functions and capacity is required. (Work experience requirement must be met at the time of application for the subject position).

Language: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required. (English language ability will be tested).

Knowledge: The incumbent must be able to plan his/her own portfolio actively. This involves making projections on the amount of money to be requested from Congress in support of established programs; justifying what programs to stop funding based on lack of progress and what program to continue to support as a result of the Government of Afghanistan meeting benchmarks yet with a continuing need for developmental support; devising a policy-based approach consistent with USAID and the Mission Director's strategy; along with other higher level planning and coordination that must be made in advance to include obtaining buy-in from respective stakeholders. Incumbent must have comprehensive knowledge of the context of international aid to Afghanistan and the implementation of the Self-Reliance through Mutual Accountability Framework (SMAF). The incumbent plays a leadership role in the direction of the Mission vis-à-vis work with the government, the World Bank and other international donors. Exercise broad individual judgment in setting support for ARTF priorities, managing resources, implementing programs, and coordinating relations with high-level representatives inside and outside of the USG. The incumbent has the autonomy to resolve problems without assistance or further guidance from the Director of the OPPD and the Donor Coordination Team Lead.

Skills and Abilities: The incumbent will be expected to come up with creative ways of dealing with sensitive matters vis-à-vis other donors. In addition the incumbent is required to be highly innovative to plan and implement USAID Afghanistan strategic donor coordination plans. Knowledge of USAID reporting tools, such as FactsInfo NextGen and Afghan Info for budgeting and M&E is a plus. The incumbent has the responsibility of keeping and controlling sensitive information on USAID and other donor interventions in Afghanistan. The incumbent uploads all required documentation into the Mission's Afghan Info Database. The incumbent is charged with keeping data related to ARTF and NDP current in Afghan Info and controlling sensitive information and data on USAID's program and other donors' interventions in the host country. The incumbent is expected to play and serve the role of AOR and/or COR for various Program activities of intervention with international donors. In-depth knowledge of USAID programming, policies, regulations, and methodologies is mandatory. The incumbent is relied upon to provide technical and policy advice to USAID, the Department of State, other USG agencies, donor agencies, implementing partners, recipients, partners, customers, and other stakeholders. The incumbent plays a critical role in formulating the content of USAID's assistance and ensuring coordination with the State Department and other United States Government (USG) agencies.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Development Program Specialist (Donor Coordination) (OPPD 1807).**

ANY/ALL application submissions received after the closing date of December 26, 2017 will not be considered.

REQUIRED DOCUMENTS:

1. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
2. Application for Employment as a Locally Employed Staff (DS-174)
https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
3. A current resume or a curriculum vitae

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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